



Wongu Health Center

Medical Receptionist – Part Time

The Medical Receptionist is responsible for answering incoming calls, directing calls to appropriate staff, greeting and checking in all patients for office appointments, including paperwork for patients to fill out, scanning insurance cards, entering all demographic information into the electronic health record, entering referrals for office visits, and working closely with supervisors, interns, and staff.

Hours: Full day Fridays and part-time on other weekdays.

DUTIES AND RESPONSIBILITIES

- Greet and attend to patients in person and over the phone.
- Obtain necessary patient information to meet current Federal guidelines and Meaningful Use guidelines for electronic medical records.
- Assist doctors, staff, students, visitors and patients.
- Maintain business inventory such as checking supplies, scheduling equipment and maintenance repairs.
- Schedules any necessary appointments after completion of patient visit.
- Answer all phone calls in a professional and courteous manner.
- Perform all duties within HIPAA regulations.
- Maintain confidentiality of all doctor, staff and patient information.
- Schedule appointments between doctors and patients.
- Maintaining cleanliness of waiting room.
- Communicate effectively with interns, supervisors and patients.
- Adhere to policy and procedures.
- Processing payments for patient services or prescription purchases.
- Complete accurate documentation of patient visits.

REQUIREMENTS

- Bachelors degree (advantageous).
- Administration certification (essential).
- 2 years of experience at a healthcare facility in a Medical Receptionist role (essential).
- Working knowledge of medical terminology, HIPAA regulations, ICD and CPT coding (highly advantageous).
- Innovative thinker with strong conceptual and problem-solving skills.
- Meticulous attention to detail with the ability to multi-task.
- Strong organizational, administrative and planning skills.
- Ability to work under pressure and react effectively to emergency situations.
- Ability to use discretion while working with sensitive information.
- Excellent documentation, communication and IT skills.



Please submit cover letter, resume and three references to:

Human Resource Office
(702) 463-2122
hr@wongu.edu